



## Minutes NV IT Operations Committee (NITOC)

<b>DATE</b>	February 10, 2005
<b>TIME</b>	1:45 PM
<b>LOCATION</b>	Kinkead Conference Room, Carson City
<b>RECORDER</b>	Notes by Kathy Ryan, transcribed by Maggie Thorne

### ATTENDANCE

<b>Chair Name</b>	<b>Present</b>	<b>Co-Chair Name</b>	<b>Present</b>
Terry Savage, Chair	✓	Kathy Ryan, Co-Chair	✓
Mike Hillerby, Chair, Strategic Plan		Perry Comeaux, Co-Chair, Strategic Plan	
Roberta Roth, Chair, ITPOC		Kathy Ryan, Co-Chair, ITPOC	✓
Janice Rhode, Chair, IT Workforce	✓	Kathy Comba, Co-Chair, IT Workforce	
Dave McTeer, Chair Enterprise Architecture	✓	Terry Savage, Co-Chair, Enterprise Architecture	✓
Teri J. Mark, Chair, NERC	✓	Linda Morrison, Co-Chair NERC	
Alan Rogers, Chair, Integration		Vacant, Co-Chair, Integration	
Randy Potts, Chair, Security		Jerry Beauchamp, Co-Chair, Security	

### Other attendees

<b>Name</b>	<b>Name</b>
Donna Crutcher, DoIT	Alisanne Maffei, DoIT
Roger Sliva, DoIT	

### CALL TO ORDER

Terry Savage called the meeting to order at 1:45 pm.

### REVIEW OF MINUTES AND AGENDA CHANGES

THE MINUTES FROM THE JANUARY 13, 2005 MEETING WAS ACCEPTED AS SUBMITTED.

### CHAIRMAN REPORT

Terry briefed the members on DoIT's budget presentation.

Terry asked we check with Linda DeSantis to provide the link as to where the Governor's Executive Orders are on the webpage.

Terry reviewed the Executive Order recently signed by the Governor relating to Security Plans and Critical Application Disaster Recovery Plans that required all agencies to prepare these documents.

### DISCUSSION ITEMS

It was agreed that Maggie would contact all Committee Chairs and have them submit copies of all their Impact Statements for her to keep on deposit. Maggie would also send a copy of all these Impact Statements to send to Dorothy Martin (NDOT) who requested a copy of them.

Roger Sliva distributed an Enterprise Architecture memo to all NITOC members which emphasized the need for communication from all NITOC working committees and the Enterprise Architecture Committee.

### DECISIONS<sup>1</sup>

Item No.	Decision
	None

### COMMITTEE REPORTS

1.	<b>IT Project Oversight</b> – Update presented
2.	<b>NERC</b> –Update presented.
3.	<b>IT Work Force</b> - Update presented
4.	<b>Integration</b> – None.
5.	<b>Strategic Planning</b> – Alisanne Maffei distributed a hardcopy report of the Committee's activities to NITOC.
6.	<b>Enterprise Architecture</b> – Update presented
7.	<b>Security</b> - Donna Crutcher indicated the Committee is working on developing templates for the Disaster Recovery and Security Plans (per Executive Order).
8.	<b>NCSC</b> – Update presented

### ACTION ITEMS<sup>2</sup>

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	Sometime Soon	

### OTHER ISSUES

None

### ADJOURNMENT

No end time noted.

Next meeting: March 10, 2005

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<sup>1</sup> *Decision*: Reaching a conclusion... particularly in response to a course of action.

<sup>2</sup> *Action Item*: A commitment to complete an action or an assignment.